

HUNTON & WILLIAMS

ONE HANNOVER SQUARE
FAYETTEVILLE STREET MALL
P.O. Box 109

RALEIGH, NORTH CAROLINA 27602

TELEPHONE 919-899-3000
TELECOPIER 919-833-6352

February 23, 1990

707 EAST MAIN STREET P. O. BOX 1535
RICHMOND, VIRGINIA 23212
TELEPHONE 804-788-8200
TELEX 6844251

100 PARK AVENUE
NEW YORK, NEW YORK 10017
TELEPHONE 212-309-1000
TELEX 424549 HUNT UI

3050 CHAIN BRIDGE ROAD
P. O. BOX 1147
FAIRFAX, VIRGINIA 22030
TELEPHONE 703-352-2200

2500 ONE ATLANTA PLAZA
950 EAST PACES FERRY ROAD
ATLANTA, GEORGIA 30326
TELEPHONE 404-841-2700

2000 PENNSYLVANIA AVENUE, N.W.
P. O. BOX 19230
WASHINGTON, D. C. 20036
TELEPHONE 202-955-1500

FIRST VIRGINIA BANK TOWER
P. O. BOX 3889
NORFOLK, VIRGINIA 23514
TELEPHONE 804-625-5501
TELEX 755628

FIRST TENNESSEE BANK BUILDING
P. O. BOX 951
KNOXVILLE, TENNESSEE 37901
TELEPHONE 615-637-4311

FILE NO.
DIRECT DIAL NO. 919-899

Mr. Lewis Cummings
Philip Morris U.S.A.
Post Office Box 26603
Richmond, Virginia 23261

PRIVILEGED & CONFIDENTIAL
ATTORNEY-CLIENT COMMUNICATION

Joint Task Force Meeting Minutes and Draft Brochure

Dear Lewis:

I have enclosed the minutes of the Joint Task Force meeting held on Friday, January 12, 1990. Please review these minutes for completeness and accuracy and let me know if you have any comments.

Also enclosed is a draft brochure that will eventually be disseminated to all exempt and nonexempt employees. I would appreciate any suggestions you may have on this draft.

If you have any questions, please do not hesitate to contact me.

Sincerely,



Arthur J. DeBaugh

630/6145

Enclosures

cc: Stuart E. Rickerson, Esquire (w/encls.)
Thomas G. Slater, Jr., Esquire (w/encls.)
Ray V. Hartwell, III, Esquire (w/encls.)

2051127482